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Executive Registry

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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Management and Services
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for the Intelligence
Community
Deputy to the DCI for National Intelli-
gence Officers
General Counsel
Inspector General
Legislative Counsel
Comptroller

SUBJECT : Energy Conservation - Reduction in Fuel
Consumption

1. It is abundantly clear, both in private life and in the operation of the Agency, that the energy crisis is going to affect us all to some degree. Temperatures in our offices and homes will be slightly lower in the winter and higher in the summer. The gasoline shortage will affect our traveling plans and our commuting patterns. Action is required now on the part of all employees to adjust to this new environment and to take positive steps to conserve energy.

2. Addressees are requested to personally interest themselves in the conservation of energy resources, particularly fuel. The General Services Administration has established firm regulations designed to force a 15 percent reduction in the use of gasoline by the Interagency Motor Pool. We have been asked to cooperate, although no firm quota has been established within the Agency. The Agency's motor vehicle system, which permits decentralized control over vehicles, requires the attention of individual supervisors to successfully reduce usage and conserve fuel. Because of increasing demands, the Agency may not be able, for any number of reasons, to reach a 15 percent reduction. It is a worthwhile goal, however, and the following steps are suggested as a means of reaching this reduced level of fuel consumption.

a. All personnel must abide by the 50-mile-per-hour speed limit when driving U.S. Government vehicles.

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b. Whenever possible, personnel authorized to rent vehicles for U.S. Government business should use economy vehicles, again observing the 50-mile-per-hour speed limit.

c. Personnel should utilize the shuttle bus system for official business. Use of POV's on a reimbursable basis on routes served by the shuttle system must be limited to those instances where efficiency of travel in terms of timing, destination, and purpose makes the use of POV's warranted.

d. Passengers should consolidate usage of Agency vehicles, as well as use of POV travel.

e. Carpooling for employees should be encouraged. To the extent consistent with office routine and efficiency, addressees may establish individual working hours that will permit carpool participation.

f. The use of public transportation should be encouraged whenever reasonable and appropriate.

g. Present TVA's should be reexamined to revalidate requirements in view of recent organizational changes and the present environment.

3. I expect the Deputy Director for Management and Services to take the lead in establishing a program for fuel conservation. This will mean restrictions on us all and less convenience in the daily operation of the Agency. The success of this program calls for unselfish support and a change in the normal pattern of activity. Your personal efforts in both words and actions are required to encourage compliance to make this program work. Please take time to see that the message gets to each employee at Headquarters, [REDACTED] stations, with appropriate emphasis and indication of senior management concern.

STATINTL

/s/ W. E. Colby

W. E. Colby
Director

cc: AO/DCI